



KING COUNTY
ADMINISTRATIVE SPECIALIST IV
DEPARTMENT OF EXECUTIVE SERVICES
RECORDS, ELECTIONS AND LICENSING SERVICES DIVISION
RECORDS SECTION / ELECTIONS SECTION
Hourly Rate Range: \$20.32 - 25.76
Job Announcement: 06WM6030
OPEN: 4/24/06 CLOSE: 5/12/06

WHO MAY APPLY: This position is open to county employees and the general public. Members of Local 117 Administrative Support will receive first consideration for represented positions.

WHERE TO APPLY: Required forms and materials must be sent to: 500 4th Ave, Room 450, Seattle, WA 98104. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Ward MacKenzie at (206) 296-1584 for further inquiries. NOTE: Applications not received at the location specified above will not be processed.

FORMS AND MATERIALS REQUIRED: Interested individuals must submit the following:

- [King County application form and data sheet.](#)
- Resume.
- Letter of interest detailing your background and describing how you meet or exceed the qualifications.
- Written responses to the supplemental questions.

WORK LOCATION: King County Administration Building, 500 4th Avenue, Downtown Seattle

WORK SCHEDULE: Typical work hours are 40 hours per week, 8:00 AM - 5:00 PM, Monday through Friday or 35-hours per week, Monday through Friday 8:30 a.m. to 4:30 p.m. (depending on specific position) or other schedule as assigned. This position is subject to the provisions of the Fair Labor Standards Act and is eligible for overtime pay. NOTE: The Administrative Specialist IV position in Elections requires substantial overtime work during election periods.

JOB DESCRIPTION: The successful candidate for this position is skilled at managing people and work groups, implementing plans and operational improvements, supervising daily operations, and has (or is able to rapidly acquire) technical expertise in managing an essential service or program within King County Government. This recruitment will be used to fill vacancies in the Administrative Specialist IV class within the Division. There are current vacancies in both the Records and Elections sections. Qualified applicants may be considered for any vacant position.

The Administrative Specialist IV in Elections has supervisory responsibility for assigned work programs and/or units within the Elections section and reports to the Assistant Superintendent. The Elections section manages, plans, coordinates, and administers all regular and special elections throughout King County. King County has approximately 1.1 million registered voters, over 2,600 voting precincts and more than 540 polling locations across the county. In addition, in a countywide

election there are approximately 600,000 absentee/mail ballots issued and processed. As King County moves to a new vote-by-mail process, the Administrative Specialist IV will play a key role in implementing new plans, supervising and developing line staff, and will participate in improving work methods and systems to support election initiatives.

The Administrative Specialist IV in Records has supervisory responsibility for a work unit of the Records Section (Recorder's Office) and reports to the Assistant Superintendent of Records. The Recorder's Office records, maintains, and provides public access to public documents, and collects real estate excise taxes for real estate transactions in King County. The Records Section has 30 staff, an annual budget of approximately \$2.9 million, and manages revenues of approximately \$500 million annually. In 2005, the office recorded over 700,000 documents and processed over 80,000 excise tax affidavits. Over 14 million documents are permanently stored and made accessible in the Records Section.

ESSENTIAL DUTIES:

The Administrative Specialist IV is responsible to help oversee, implement, and administer policies, procedures, and plans and supervise day-to-day operations in their assigned area. The following are some of the essential duties relevant to this position. Other duties may also be relevant to specific program areas.

- Supervise day-to-day operations within a section of the Division.
- Participate in planning and implementing continuous quality improvement in assigned area of responsibility.
- Supervise the work of individual staff and work groups, participate in the hiring process, recommend personnel actions including hiring, recognition, and disciplinary actions.
- Develop performance measures, coach employees, create individual development plans, and conduct performance evaluations.
- Monitor work by staff and reallocate assignments as necessary to achieve goals.
- Ensure compliance with federal, state, and local laws and codes, and relevant policies and procedures.
- Develop, document, maintain and ensure implementation of standards, policies and procedures for assigned areas.
- Respond to constituent and customer inquiries in writing and in person regarding programs, procedures, and activities involving areas of significant public/political visibility and sensitivity.
- Prepare briefings and reports to assist in decision making, policy development, and operational planning.
- Ensure excellent customer service is delivered at all levels of operations.
- Provide staff support in other projects as assigned.

QUALIFICATIONS:

Candidates will be screened to determine if they meet the following minimum qualifications:

- High School diploma (or equivalent) and three (3) years of increasingly responsible lead or supervisory experience.
- A Bachelor's degree in Public Administration, Business or other relevant field or completion of substantial relevant supervisory training may be substituted for one year of experience.

Candidates who meet the minimum requirements will be rated on the extent to which they demonstrate professional level knowledge and experience in the following areas:

- Experience in supervising and managing a diverse work force for successful mission outcomes.
- Knowledge, training and experience with effective use of human resources management techniques and principles.
- Experience with tracking resource expenditures (both fiscal and personnel).
- Experience with reconciliation and/or balancing of financial accounts including receipt of fees, payments or taxes.
- Proven success with implementing improvements in operations and processes, including reducing error rates, and documenting and maintaining policies and work procedures.
- Skills in working effectively with the general public, employees, stakeholders, and elected officials.
- Demonstrated ability to direct individual employees and work groups in providing excellent customer service to both internal and external customers and stakeholders.
- Proficiency with Windows based office computer applications including Word, Excel, and Outlook
- Experience with large scale database applications and/or document imaging systems.
- Demonstrated ability to ensure compliance with federal, state, and local laws and codes, and relevant policies and procedures in a public policy area.
- Excellent oral and written communication skills, including proper use of English, grammar, and spelling and ability to apply appropriate tone to correspondence.

DESIRABLE QUALIFICATIONS:

The most competitive candidates will demonstrate one or more of these qualifications.

- Two or more years of program specific experience in Elections
- One year at a lead or supervisory level in Elections
- Two or more years of program specific experience in Records, Recording and Document Imaging
- One year at a lead or supervisory level in Records, Recording and Document Imaging
- Equivalent professional experience in a government / public agency work environment.

CERTIFICATION REQUIREMENTS:

Applicants selected for a position within the Elections section must become certified as a Washington State Election Administrator (pursuant to RCW 29A.04.530).

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner.
- Ability to occasionally transport items weighing up to 35 pounds.
- Applicants appointed to a position in Elections must be able to work substantial overtime during election periods.

UNION MEMBERSHIP: Some positions in this classification are represented by Teamsters, Local 117 / Administrative Support (depending on specific position).

SELECTION PROCESS: Application materials will be screened and evaluated for qualifications, clarity and completeness. Qualified candidates will be administered a computerized exam to test office and software skills before being considered for an interview. The most competitive candidates

will be invited to oral interviews. Highest rated finalists will be considered for vacant positions as they occur within the Division.

CLASS CODE: 4201400

SEQUENCE NUMBER: Varies

**SUPPLEMENTAL QUESTIONNAIRE
ADMINISTRATIVE SPECIALIST IV
RECORDS SECTION / ELECTIONS SECTION
Job Announcement No.: 06WM6030**

Provide a written response to the following questions. Your response should be limited to no more than 1 page per question with minimum ½" margins and minimum font size 10. Please include your name and job announcement number at the top of each page.

1. Describe your specific program experience (if any) in each of the following areas. Please be as complete and specific as possible, giving examples of your skills, duties, assignments, projects, and other relevant information that will help us assess your knowledge and technical skills in government programs.
 - a) Elections
 - b) Recording and Document Imaging
 - c) Other government agencies or programs

2. Describe your experience in providing leadership and supervision in a high volume, mission critical environment.

3. Detail your training and/or education in human resource management (supervision). Include the title and summarize the content of specific classes or training sessions, and the time frame for each (number of hours, days or weeks).

4. Describe your experience with implementing new technologies, organizational changes, operational improvements and/or continuous quality improvement.

5. Explain the most complex personnel challenge that you were responsible for resolving as a lead or supervisor and how you handled it.